

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	<i>[Signature]</i>	21/12
2. A/DDA	<i>[Signature]</i>	21 DEC 1982
3. DDA	<i>[Signature]</i>	21 DEC 1982
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

FYI Only.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

★ GPO : 1981 O - 361-529 (146)

OPTIONAL FORM 41 (Rev. 7-76)
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EXECUTIVE SECRETARIAT
Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI		✓		
6	DDA				
7	DDO				
8	DD&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/PPD/OIS				
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SUSPENSE _____ Date _____

Remarks:

F-15 mly

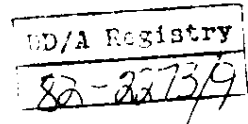
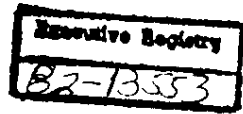
Exec

12/20/82

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ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

2120 L STREET, N.W. SUITE 500
WASHINGTON, D.C. 20037
(202) 254-7020



OFFICE OF
THE CHAIRMAN

December 15, 1982

TO: HEADS OF INDEPENDENT AGENCIES AND ESTABLISHMENTS
FROM: Loren A. Smith, Chairman *Loren A. Smith*
SUBJECT: Briefing on the Administration's Management Initiatives

As you may know, the Administrative Conference's statutory responsibilities include making arrangements for the interchange of information on subjects relevant to agency organization, procedures and management. 5 U.S.C. §§ 572(3) and 574(2).

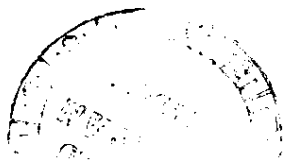
Perhaps because of my membership on the President's Cabinet Council on Management and Administration, my office has received a number of calls from non-Cabinet agencies asking various questions about the Cabinet Council and its activities. In response to these calls, I have arranged for a briefing for the non-Cabinet agencies by Dr. Ralph C. Bledsoe, Special Assistant to the President and Executive Secretary to the Cabinet Council on Management and Administration. Dr. Bledsoe has been kind enough to agree to speak to us on the CCMA structure and on the kinds of initiatives that he foresees being undertaken. Dr. Bledsoe also is a member of the Steering Committee of the Reform '88 effort, and he will describe the activities of that group as well.

This briefing session will take place in Room 450 of the Old Executive Office Building from 10:00 a.m. to 12:00 noon, on Tuesday, January 11th, 1983. Because of space limitations, this invitation is extended only to agency heads and to each agency's principal management officer.

If you and/or your principal management officer wish to attend, please give my office a call, and confirm by letter within 10 days, including full names, titles, addresses and phone numbers. Note: those attending will be cleared only through the 17th Street entrance to OEOB. If you have any questions, please consult with my Executive Director Stephen L. Babcock.



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